

**Personnel Committee
Monday, November 16, 2015
Conference Room B, Beck Municipal Building**

Minutes

Members Present: Toni Moran (Chair), Steve Kegler, Ben Shaiken

Other Council Members Present: Paul Shapiro, Virginia Raymond, Bill Ryan, Mark Sargent

Staff Present: Matt Hart, Maria Capriola

The meeting was called to order at 5:30pm.

1. PUBLIC COMMENT

None.

2. APPROVAL OF MINUTES

Moran made the motion, seconded by Shaiken to approve the minutes of 10/19/15 as presented. The motion passed with Moran voting in favor and Kegler and Shaken abstaining.

3. TOWN MANAGER FY 2015/2016 GOALS

Moran made the motion for the Town Manager's FY 15/16 goals to be added to the agenda. The motion passed unanimously. The goals have been updated to focus on special initiatives and significant projects. Shaiken made the motion, seconded by Kegler to recommend to the Town Council the Manager's goals as presented. Shaiken offered an amendment to the motion to add a goal, "Assist the Council with review of codes and ordinances regarding rental housing." Shaiken offered a second amendment to the motion to modify the second goal under Sustainability to read "near zero" waste policy. The motion, as amended, passed unanimously. The Committee discussed starting the Manager's evaluation cycle with goal setting (for the upcoming fiscal year) and to adjust their work plan to reflect that change.

4. TOWN ATTORNEY SELECTION/CONTRACT

The draft renewal agreement with the Town's current Town Attorney was reviewed. Fees were also reviewed. The Purchasing Ordinance has a carve-out for the Town Attorney selection and appointment that is consistent with the Charter provisions for the Town Attorney selection and appointment. Kegler made the motion, seconded by Shaiken, to forward the Town Attorney renewal agreement with the firm of O'Malley, Deneen, Leary, Messina, & Oswecki to the Town Council for approval as written. The motion passed unanimously.

5. RULES OF PROCEDURE

Kegler made the motion, seconded by Shaiken to accept the 11/9/15 Rules of Procedure in its entirety without changes. The motion passed unanimously. The Committee's recommendation will be forwarded onto the Town Council. The Committee discussed possible meeting day and time changes for Council meetings; any possible changes would need to be reviewed by the Council as whole.

6A. HOUSEKEEPING – 2016 REGULAR MEETING SCHEDULE

Shaiken made the motion, seconded by Kegler to adopt the 2016 meeting schedule as presented. The motion passed unanimously. The Committee will meet the third Mondays of the month at 5:30pm except for January and February when the Committee will meet on the third Tuesdays of the month at 5:30pm.

6B. HOUSEKEEPING – PERSONNEL COMMITTEE BINDERS/HR INTRODUCTORY OVERVIEW

Hart and Capriola conducted an orientation for Committee members and new Council members on the Town's Human Resources duties and obligations. Reference materials (binders) were distributed and reviewed.

Meeting adjourned at 7:25pm.

Respectfully submitted,
Maria E. Capriola, M.P.A.
Assistant Town Manager
Town of Mansfield